

**Town of Brewster, Massachusetts**  
**Job Description**

<b>Position Title:</b>	Plumbing & Gas Inspector	<b>Grade Level:</b>	Personnel Bylaw
<b>Department</b>	Building	<b>Date:</b>	
<b>Reports to:</b>	Building Commissioner	<b>FLSA Status</b>	

**Statement of Duties:** The employee performs inspection and technical work in enforcing provision of the Massachusetts State Plumbing and Gas Fitting Code. Employee is required to perform all similar or related duties.

**Supervision Required:** Under the general direction of the Town Administrator, the employee plans and carries out regular work in accordance with established operating practices and previous training with substantial responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing work activities including determining the work methods.

**Supervisory Responsibility:** The employee is required to provide direction and guidance to two (2) part-time employees of the Town who may work at different locations and the same work schedule.

**Confidentiality:** In accordance with the State Public Records law, the employee has regular access to confidential information of the department.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, delay or loss of service or payment, monetary loss, legal repercussions, personal injury, danger to public health/safety, and/or adverse public relations.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. The employee may be required to work beyond normal business hours at any time, in response to natural or man-made emergencies.

**Nature and Purpose of Relationships:** Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. The employee is required to serve as a spokesperson for the department. Other regular contacts are with service recipients, plumbers, gas fitters, contractors, property

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owners, and employees of local organizations and state regulatory agencies. More than ordinary courtesy, tact and diplomacy may be required in order to attempt to resolve complaints and deal effectively with uncooperative or uninformed persons.

**Occupational Risk:** Essential functions regularly present potential risk of injuries from improper exposure to hazardous work conditions including extreme heat and cold temperatures, which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as coats, gloves, glasses, hard hats or safety boots is required.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Enforces all state and federal plumbing and gas fitting codes throughout the town and makes interim, rough, and final inspections in order to ensure compliance state codes and local ordinances.

Examines plans and specifications with applications to permit commercial, industrial, residential plumbing, and gas installations. Reviews and approves construction documents for compliance with state and local codes.

Responds to calls or complaints regarding defective, inadequate or illegal plumbing and gas devices.

Reports all violations of gas and plumbing fittings and directs and inspects all corrections; verifies that plumbers and gas fitters are licensed and qualified.

Attends mandatory continuing education classes and seminars in order to maintain required certifications and licenses.

Coordinates inspection schedule with other departments; inspects and tests new and existing plumbing, water piping, fixtures and equipment, inspects connections to water services; conducts lead content tests on new installations.

Inspects food-handling establishments in conjunction with the Board of Health.

Issues permits for plumbing and gas installations, alteration and repairs.

**Recommended Minimum Qualifications:**

**Education and Experience:** Must have a Bachelor's degree or a master level of plumbing and

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gas fitting trade knowledge; five to seven (5-7) years of plumbing and gas experience; or an equivalent combination of education and experience.

**Special Requirements:** A candidate for this position is required to have a valid Class D Motor Vehicle Operator's license; required to have a Massachusetts Master Plumber's and Gas Fitter's License.

**Knowledge, Abilities and Skill**

**Knowledge:** Must have thorough knowledge of plumbing and gas fitting techniques and equipment, state codes and local laws and regulations related to plumbing and gas fitting.

**Abilities:** Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and deal with disgruntled members of the public or other trade professionals in a tactful manner. Ability to read plans and prepare necessary reports or diagrams regarding plumbing and gas fitting inspections. Ability to enforce rules, laws, and regulations in a consistent, tactful, firm and impartial manner.

**Skills:** Proficient skill to conduct thorough and timely inspections, making observations, and recording information in a detailed and accurate manner. Proficient oral and written communication skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require the employee to lift objects and carry them. There may be a need for the employee to be able to stretch and reach with hands and arms in order to retrieve materials.

**Motor Skills:** Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, keyboarding, filing, moving objects, sorting of papers or operating a motor vehicle.

**Visual Skills:** The employee is routinely required to read and interpret documents, computer screens, and reports for understanding and analytical purposes. The employee is also required to determine color differences.